

MVAC MINUTES – DECEMBER 10, 2003

The MVAC meeting was held on December 10, 2003 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:07 am.

In Attendance: Gene Stroh – DOHE CSU, Dave Monson – DOC, Mary Anne Kramer – CBI, Rob Archer – DOAG, Karen Griggs – CSP, Corinne Linderud – DPA, Michael Stadler – DOHE UNC, Barbara Taylor – DOHE UNC, Ronni Hunter – DOR Gaming, Bryan Flansburg – DOHE CU Boulder, Paula Neal – DONR Oil & Gas, Fred Trujillo – DOL, Roger Friedrich – DOHS, Karen Neuschwanger – DOT, Cher Threlkeld – DOW, Russell Wilcox – DOHS UCCS, Mercedes Schwall – DONR Parks, Denise Gomez – Mail Services, Frank Tamayo – DOLA, Barb Garcia – DOHE Metro, Patti Hughes – DOHE CU Boulder, Carol Hoisington – DOT, representing State Fleet – Larry Wegrzyn, Bob Schley, Ken Hausauer, Terry Sisneros and Adam Hiatt.

Updates

- FY04 Supplemental Replacements – If the JBC approves the replacements there is a timing issue. There will be a short time to get orders in before build-out dates. Delivery of vehicles may be pushed out later than usual. SFM will send out a pre-list to those who request one from Larry Wegrzyn. There will be no general fund vehicles replaced.
- Mileage Reduction – Year over year mileage is down 2.3%.
- Vehicle Reduction – As of 11/30/03 a total of 62 vehicles are outstanding. Vehicles need to be turned in by the end of the calendar year 12/31/03. SFM can then report to the OSPB/JBC that this process is complete.
- Commuting and Utilization – Concerns in these areas were brought up at the Lottery audit.
 - Commuting – Statute states that all commuting must be reimbursed at a rate that approximates the benefit derived by the use of the vehicle. The Rules state that commuting is reimbursable or exempt. SFM will send a link to the Rules on commuting. The Statute is 24-30-1113 – (4)(a)(b). Law enforcement and unmarked cars are exempt. Fleet rules comply with the IRS guidelines for commuting.
 - Utilization – the auditors were going by the 12,600-mile minimum stated in statute. But statute also says that agencies have the opportunity to justify a lower limit. The utilization codes developed by the MVAC and New Century Colorado consultants represent a formalized methodology to justify vehicles that, by nature of their assignment, cannot achieve the 12,600-mile annual threshold.

Operations

- National Automobile Club Cards (NAC) – the service is a 24/7 roadside service. Vehicle Coordinators will be receiving wallet cards to be carried by each driver and a brochure to be put in the vehicle.
- CARS Release – the new release will take place the week of 12/15/03. This is a mandatory update.
- Corrine Linderud – TMU, team leader for Ken, Adam and Alla. Enhance CARS and Web interface. Requests for reports or information need to be emailed to Ken Hausauer and copy Corinne and Larry. For CARS/Web access issues send email to Ken Hausauer or Adam Hiatt or go to the SFM homepage <http://fleet.state.co.us/>
- Web Update
 - Utilization report – Adam demonstrated the utilization report. The report will be available on 12/10/03.
 - Coming: Fuel Card Request
 - Coming: Cost by Code
 - Browser Maintenance
- The Utilization Report can be exported. This report can be used to alert vehicle coordinators about the possible need to correct/change utilization codes for fleet vehicles. It can also be used to identify possible opportunities to swap “under” and “over” utilized vehicle assignments in order to optimize the utilization of all vehicles in the fleet
- SFM will demo a report that can search for work orders by part code, date range and tell how much was spent on specific parts. (Target: January 2004)
- CARS Account Request Form – this is found on the SFM homepage, click on CARS Account Request. The form goes to Ken, Adam, user and the supervisor. If you need to **change access profile or add sectional permission you can use the same form and put the requested add/change information in the “Special Notes” box** or email Ken and Adam. Email Ken or Adam if you need a report listing each person who has access in a specific section.

Committees

- Putting the “A” Back in MVAC – How can we make this better, so it doesn’t seem as if the meeting is just for SFM. (Member Comments):
 - Fleet is the controlling entity.
 - Have open discussion time.
 - Involve members in resolving the challenges that SFM faces; have committee give recommendation throughout meeting.
 - Concern expressed that SFM needs to be more open with members and empower them by sharing specific obstacles presented by the OSPB/JBC
 - The MVAC would like to see issues and have input before they go to the OSPB or JBC. They would also like to go with Fleet when presenting items to the OSPB or JBC.
 - The MVAC would like to have Fleet explain in more detail issues to be passed down to the drivers.

- Items not addressed clearly enough – commuting issues, vehicle rates \$ going up replacing eng/trans etc on old vehicles, developing rates and replacements.

Fleet would like to set up times to cover specific topics either outside of MVAC or during the second half of the MVAC meeting. The agenda format will be changed at the January 2004 meeting. One specific subject will be covered instead of separate committee reports. The topic for the January 2004 meeting will be the Bid Process – which type of vehicle each agency receives, life cycle process, etc. The topic for the February 2004 meeting will be determined at the January meeting. Other ideas for topics are – Rate Setting, commuting, vehicle use and insurance issues, Fleet insurance pool etc. If you have any suggestions please send them to Larry at Fleet.

Open Discussion

Michael Stadler – UNC, is there a corrective action for drivers that consistently have small accidents?

Bryan Flansburg – CU, suggests putting something into the PDQ regarding driving for the job and that they will be evaluated on their driving record as well as keeping the vehicle in good condition. CU tracks accidents that do not get a ticket and base these on a point system. The driver may lose their right to drive on campus.

DOW has an accident review committee.

- Letter in the file.
- Driving class.
- Suspend driving privileges.

Roger Friedrich – DOHS, concerns regarding article in the DPA Advisor on Vehicle Use Guidelines. Risk Management stated vehicles going out of state are not covered under the Government Immunity Act. Risk purchased an excess liability auto policy that covers vehicles out of state. The Statutes regarding insurance are being updated. SFM will put the Advisor article on the Web site. Drivers need to fill out the Out of State Travel Authorization form and have it signed by their Executive Director. This will cover them by insurance. If an accident occurs in another state there is no liability limit. SFM will research and confirm these assertions.

The meeting was adjourned at 10:47 am.

The next meeting will be on January 14, 2004, 9:00 am, at the Division of Wildlife, Big Horn Room, 6060 Broadway.